



OJP

Office on Violence Against Women

Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

Fiscal Year 2003 Solicitation

LETTER OF INTENT DEADLINE:
December 20, 2002

GMS REGISTRATION DEADLINE:
January 10, 2003

APPLICATION DEADLINE:
January 24, 2003

**U.S. Department of Justice
Office of Justice Programs**
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Washington, DC 20531

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World Wide Web Homepage:
www.ojp.usdoj.gov**

**Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo**

**Grants to Encourage Arrest Policies and Enforcement of Protection Orders Grant
Program Application
World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm**

About the Office of Justice Programs

The Office of Justice Programs (OJP), US Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About the Office on Violence Against Women

The Office on Violence Against Women (the Office) is a component of the Office of Justice Programs, U.S. Department of Justice. Created in 1995, the Office implements the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to implementing VAWA. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

Addressing Arrest Policies and Enforcement of Protection Orders

Recognizing that domestic violence is a crime that requires the criminal justice system to hold offenders accountable for their actions through investigation, arrest, and prosecution of violent offenders, and through close judicial scrutiny and management of offender behavior, Congress created the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (hereinafter referred to as the Arrest Program). The Arrest Program implements certain provisions of the Violence Against Women Act, passed by Congress in 1994 and reauthorized in the Violence Against Women Act of 2000.

The complex dynamics of domestic violence demand that police officers receive training and that they focus on victim safety. Some mandatory or pro-arrest policies direct responding officers to arrest the primary aggressor in a domestic violence incident. These policies reduce the risk of dual arrests, where both the victim and the batterer are arrested, which trivialize the seriousness of domestic violence and potentially increase danger to victims. Most importantly, arrest of the batterer conveys a message to the victim, the perpetrator, the family, and the community that domestic violence is a serious crime that will not be tolerated.

At each juncture in the criminal justice process, concerns for victim safety should guide the actions of all partners in the system. Criminal justice agencies must collaborate among themselves and in respectful partnership with victim advocates from nonprofit, nongovernmental domestic violence programs, including local shelters, victim advocacy organizations and domestic violence coalitions, to ensure that victim safety is a paramount consideration in the development of any strategy to address domestic violence. Additionally, representatives from criminal justice

agencies working to prevent and reduce domestic violence must have a clear understanding of the roles of governmental and nongovernmental victim assistance programs.

The Arrest Program challenges victim advocates, police officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and community leaders to work together to craft solutions to overcome the problem of domestic violence. The Arrest Program challenges the entire community to listen, communicate, identify problems, and share ideas that will result in new responses to ensure victim safety and offender accountability.

Availability of Funds

Funding for Fiscal Year (FY) 2003 is contingent upon Congressional appropriation of funds for the Arrest Program. Funds for this program have not been appropriated for FY 2003; however, the Office has made the decision to post an advance solicitation of the Arrest Program to expedite the award process in the event that an FY 2003 appropriation occurs. **Awards for this program are subject to the availability of a Congressional appropriation.**

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Individual units of local government, State or local courts or tribal governments should submit budgets ranging from \$150,000- \$500,000. Budgets for State-wide, regional (involving 10 or more counties), or tribal consortia projects should not exceed \$750,000.

Continuation budgets should not greatly exceed prior budget amounts. OJP has the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant. **(Furthermore, current grantees should note that continuation or supplemental funding is not guaranteed.)**

All applications will be subject to peer review and internal review by Office staff and will be scored according to the criteria set forth in this solicitation. Internal review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within the applicant's state. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

Letter of Intent

All applicants, including current grantees who intend to apply for FY 2003 funding, are encouraged to **submit the non-binding letter of intent**, included in Appendix A to the Office by **December 20, 2002**. You may fax the letter to Office at (202) 305-2589. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Please note that final applications are due by **9:30 pm (EST) January 24, 2003, and will be accepted only through the OJP online Grant Management (GMS).** In addition, **applicants should register online at least two weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply. Applications sent by fax will not be accepted.**

To expedite the application review process, all applicants must also submit 1 original and 5 copies to the Office post marked no later than January 24, 2003. Please refer to the "How to Apply" section for further instructions.

Program Eligibility

By statute, eligible grantees for the Arrest Program are **States, Indian tribal governments, State and local courts including juvenile courts, tribal courts, and units of local government.** For the purpose of this Program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, and any Trust Territory of the U.S.

Police departments, pre-trial service agencies, district or city attorneys' offices, sheriff's departments, probation and parole departments, shelters, nonprofit, nongovernmental victim service agencies and universities are **not** units of local government for the purposes of this grant. Nonprofit, nongovernmental victim service agencies may include faith-based or community-based organizations. These agencies or organizations may administer grant funds and assume responsibility for the development and implementation of the project, but they **must apply through a State, State or local court, Indian tribal government or a unit of local government.**

Certification of Eligibility

To be eligible to receive funding through this Program, applicants must:

- (1) certify that their laws or official policies—

- (a) encourage **or** mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
- (b) encourage **or** mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;

- (2) demonstrate that their laws, policies, **or** practices **and** their training programs discourage dual arrests of offender and victim;

- (3) certify that their laws, policies, **or** practices prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and

- (4) certify that their laws, policies, **and** practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal or local jurisdiction.

By statute, eligible applicants must submit as part of the application **a letter** signed by the **chief executive officer** of the State,

Indian tribal government, or unit of local government certifying to the conditions listed above. Please refer to Appendix C for a sample letter of certification. **A jurisdiction that is a first time applicant has until the end of its legislative sessions to fulfill the certification provisions. All other applicants who have previously applied and do not meet all eligibility requirements at the time of application will not be considered for funding.**

Submission of State and/or local statutes, laws and policies in lieu of a letter with proper certifications signed by the chief executive officer will not satisfy this statutory requirement. Applicants will not be contacted by the Office to correct certification letters.

Types of Applicants

In FY 2003, the Office will accept applications for the Arrest Program from both current grantees and new applicants.

New applicants are any jurisdictions that are not currently receiving funds through the Arrest Program. **Current grantees** include States, State and local courts, Indian tribal governments or units of local government that are currently implementing awards under the Arrest Program. Current grantees are eligible for continuation or supplemental funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by Office staff. Those applications receiving the highest composite scores will be eligible for funding.**

A current grantee whose grant funds will be fully expended before April 1, 2003 should apply as a new applicant. Awards for this solicitation will not be available before July 1, 2003.

Jurisdictions that received more than 12 months funding in Fiscal Year 2002 are ineligible to apply.

Program Scope

The scope of the Arrest Program is defined by the following authorized program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects do not need to address multiple purpose or priority areas in order to receive support.

Applications addressing dating violence should be done within the scope of the outlined statutory purpose areas only. All applications addressing prevention activities (i.e., outreach to elementary and secondary schools, implementation of educational programs regarding domestic or dating violence intervention and public awareness campaigns) will be considered out of scope. Out of scope applications will not be funded in whole or in part.

Statutory Purpose Areas

The Arrest Program will support projects that:

- ! Implement mandatory arrest or pro-arrest programs and policies in police departments, including mandatory arrest programs or pro-arrest programs and policies for protection order violations;
- ! Develop policies, educational programs, and training in police departments to improve tracking of cases involving domestic violence and dating violence;
- ! Centralize and coordinate police enforcement, prosecution or judicial responsibility for domestic violence cases in groups or units of police officers, prosecutors, probation and parole officers or judges;
- ! Coordinate computer tracking systems to ensure communication between police, prosecutors, parole

- and probation officers, and both criminal and family courts;
- ! Strengthen legal advocacy service programs for victims of domestic violence and dating violence, including strengthening assistance to such victims in immigration matters;
- ! Educate judges in criminal and other courts, (including juvenile courts) about domestic violence and improve judicial handling of such cases;
- ! Provide technical assistance and computer and other equipment to police departments, prosecutors, courts, and tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between States and tribal jurisdictions, and enforcement between tribal jurisdictions; and
- ! Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence and sexual assault against older individuals¹ and individuals with disabilities.²

Program Priority Areas

By statute, priority will be given to proposals that:

- ! Illustrate the jurisdiction does not currently provide for centralized handling of cases involving domestic violence by police, prosecutors, and courts;
- ! Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, including the

¹As defined in section 102 of the Older Americans Act of 1965 (42 U.S.C. 3002).

²As defined in section 3(2) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102(2)).

- enforcement of protection orders from other States and jurisdictions (including tribal jurisdictions);
- ! Have established cooperative agreements or can demonstrate effective ongoing collaborative arrangements with neighboring jurisdictions to facilitate the enforcement of protection orders from other States and jurisdictions (including tribal jurisdictions); and
- ! Intend to utilize grant funds to develop and install data collection and communication systems, including computerized systems, and training on how to use these systems effectively to link police, prosecutors, courts, and tribal jurisdictions for the purpose of identifying and tracking protection orders and violations of protection orders, in those jurisdictions where such systems do not exist or are not fully effective.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Arrest Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the legal system may minimize or trivialize the offender’s criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing any of the activities listed below:

- ! Offering perpetrators the option of entering pre-trial diversion programs.
- ! Mediation or counseling for couples as a systemic response to domestic violence.
- ! Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.

- ! Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them.
- ! Procedures that exclude victims of domestic violence and their children from receiving safe shelter, advocacy services and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.

Review Process

Subject to the availability of a Congressional appropriation for the Arrest Program, the Office will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for the program. Based on the total number of points available for their type of application, all applicants will receive a percentile score. The total possible points are 90 for new applications and 100 for continuation applications. The Office has adopted a numerical system for scoring all applications. Each application requirement has been given a maximum point value. For current grantees applying for continuation funding, the status of current grant-funded activities and geographic distribution will be taken into consideration as part of the review process.

Selection Criteria

The peer review panel will evaluate all applications against criteria consistent with the statutory purpose areas and the demonstrated ability of the applicant to enhance the safety of victims by implementing mandatory or pro-arrest policies as an effective domestic violence intervention that is part of a coordinated community response. The peer review panels will also rate the proposed project based on the criteria set forth in the

Application Content and Guidelines section of this solicitation.

Application Content

New and continuation applications, for the purposes of this program, must complete each of the following sections as part of their proposals. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. Total possible points:

- **90 for new applications**
- **100 for continuation applications**

Application for Federal Assistance (SF-424): 0 points

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.590. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction applying, such as the mayor, county commissioner, tribal chief etc. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Status of Current Project (not to exceed two pages): 10 points

Applicants for continuation funding only: State what has been accomplished by the current project, including 1) a description of the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation.

Projects will be rated by the Office using the following criteria:

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by the Office, demonstrate the effectiveness of the current project, indicating progression towards meeting project goals and objectives, and demonstrate that implementation of the current project has progressed in a timely manner as outlined in the original proposal.
- The grantee has demonstrated that past activities supported with Arrest Program funds have been limited to addressing the problem of domestic violence as defined by the Omnibus Crime Control and Safe Streets Act of 1968 42 U.S.C, 3796 hh-4(1).³
- The grantee has complied with all special conditions of their existing grant award from the Office of Justice Programs.
- The grantee has adhered to programmatic and financial reporting requirements.
- The grantee has completed the project goals, objectives and products according to the approved time line.
- The grantee has demonstrated maximum utilization of available resources and a willingness and ability to continue the project after

³The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victims, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the eligible State, Indian tribal government, or unit of local government that receives a grant under the Program.

Arrest Program funds are no longer available.

- The grantee appropriately utilized and actively participated in OJP-sponsored workshops and other technical assistance events required as a Special Condition of the current award.
- The grantee has received financial clearances on all current grants from OJP.
- The grantee has complied with the OMB audit requirement.

Summary Data Sheet (not to exceed one page): 1 point

Please identify the following:

- ! the agency and type of agency (i.e., local government, state government, tribal government, state or local court) applying for funding;
- ! the nonprofit, private victim services program collaborating on this project;
- ! whether this is a new or continuation application;
- ! whether this project is a local, tribal, multi-jurisdictional, multi-state, tribal consortium or court project;
- ! the regional area(s) (city, town, county, parish) where this project will be implemented;
- ! the population to be served;
- ! the Arrest Program *Statutory Purpose Areas and Priority Areas* addressed by this proposal; and
- ! other grants to support similar work for which you have applied to other components of the Office of Justice Programs or other federal agencies.

Abstract (not to exceed one page): 2 points

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should describe concisely current project goals and objectives.

Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- ! Conciseness
- ! Accuracy in summarizing the Project Narrative.

Project Narrative

The Project Narrative may not exceed 10 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The components of the Project Narrative are worth a cumulative total of 52 points. The narrative should include the following:

Need for the Project (not to exceed one page): 7 points

This section should briefly: describe the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information.

Selection Criteria

This section will also be rated on the following:

- ! the description of the impact of current or prior efforts to prevent and reduce domestic violence in the jurisdiction;
- ! the need or continued need for the project; and
- ! the description of the community to be served-including diverse, traditionally underserved populations of victims of domestic violence and how the proposed project will address their needs.

In addition, to facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application: a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose; information on any pending application(s) for Federal money for this or related efforts; how existing efforts would be coordinated with the funding sought through this application; and how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

What Will be Done (not to exceed five pages): 25 points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives and activities. The applicant should describe how additional funding will continue and/or enhance the existing project.

Selection Criteria

In addition to the criteria above, this section will also be rated on the following:

- ! the extent to which all project activities fall within the statutory scope of the program;
- ! the extent to which proposed activities would address the need described;
- ! the extent to which project activities seem feasible and likely to succeed;

- ! the extent to which the proposal does not include activities that compromise victim safety; and
- ! project activities are clearly described and reflect sound and innovative strategies to improve victim safety and offender accountability.

Who Will Implement the Project (not to exceed two pages): 5 points

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

In addition, all applicants **are required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence. This may include faith-based or community-based organizations. Community-based domestic violence victim advocates must be involved in the **development and implementation** of the project. ***Applicants must demonstrate they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence victim services programs.***

Victim advocacy organizations should meet all of the following criteria:

- ! Provide services to victims of domestic violence, dating violence or stalking as one of their primary purposes
- ! Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims

seeking safety from perpetrator violence; and

- ! Do not engage in activities that compromise victim safety.

In developing applications for the Arrest Program, jurisdictions are encouraged to consider some important distinctions between: victim advocates who work for:

- ! government agencies (e.g., the police department or the district or city attorney's office);
- ! victim advocates who represent nonprofit, private domestic violence programs (e.g., shelters, advocacy groups or coalitions); and
- ! legal advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for *all* victim advocates to play in the creation of a coordinated community response to domestic violence, **the VAWA requires the participation of nonprofit private sexual assault or domestic violence programs in the development and implementation of the project.** This does not preclude applicants from requesting support for government agency victim services but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, private victim service agencies. In addition, if funding is requested for *both* governmental and private victim assistance and advocacy, the project narrative must provide an explanation of how collaboration will be achieved between these different entities.

The Products (not to exceed one page): 5 points

This section should describe the tangible products that will be generated, for example a video, a brochure, curriculum, etc., and how they could be used to assist other jurisdictions that wish to implement mandatory or pro-arrest policies to address domestic violence.

Sustainability Plan (not to exceed one page): 10 points

Because this is a discretionary grant program there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project after Arrest grants are no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term.

Continuation or supplemental funding is not guaranteed and applicants are, therefore, encouraged to seek additional means of support to sustain their current projects.

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and the resources necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training and implementation. The budget **must include** compensation for all services rendered by project partners, including nonprofit, private domestic violence victim services programs and state and tribal domestic violence coalitions.

Supplemental contributions may be cash, in kind services, or a combination of both. Any nonfederal contributions can be discussed in the project narrative, however these supplemental contributions should not be included in the budget or budget narrative.

Budget Caps

The following award limits are firm and apply even if for applications requesting supplemental funding. Under no circumstances should the proposed budget exceed the following limits:

- ! \$500,000 for individual units of local government, tribal governments, and State or local courts; and
- ! \$750,000 for State-wide, regional (involving 10 or more counties), or tribal consortia projects.

Budget Requirements

The following is a short list of budget guidelines:

- ! Consultant rates in excess of \$450 per day require prior approval from the Director of the Office.
- ! All applicants **are required** to allocate funds (\$15,000 for local, individual tribal projects, and state or local courts and \$30,000 for statewide, multi-statewide and tribal consortium projects) to support travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio and video-conferences) sponsored by OJP-designated technical assistance providers. These funds are to be used **only** for OJP-designated technical assistance unless otherwise approved by the Office. Applicants from Alaska, Hawaii, Guam, Northern Mariana Islands, and American Samoa should set aside an additional \$5,000 for the above purpose.

This required amount of \$15,000 or \$30,000, as applicable, should be

included in the “travel” category.
Please refer to the Sample Budget in Appendix D for an example of an estimated breakdown of these costs.

- ! Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants on the financial administration of Office of Justice Programs formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Sample Budget Detail Worksheet is included in the Appendix to this solicitation. You will submit your budget, budget summary and budget narrative online as one attachment under “Budget Narrative”; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly: the proposed amount and uses of grant funds over the grant period; and how the amounts of the specific budget items were determined.

**Memorandum of Understanding:
15 points**

Each application **must include**, as an attachment, a current (i.e., signed and dated during the development of the proposal) Memorandum of Understanding (MOU) created and signed by the chief executive officers and/or directors of: relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation); nonprofit, private domestic violence victim advocacy organizations, women’s groups or community organizations that represent the views and concerns of domestic violence survivors; and other community

agencies or organizations that will collaborate to implement the project. **The MOU must do the following:**

- ! Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- ! Specify the extent of each party’s participation in developing the application;
- ! Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- ! Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- ! Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- ! Indicate approval of the proposed project budget by all signing parties; and
- ! Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

To demonstrate evidence of collaboration the MOU must be a single document signed by appropriate representatives from all partnering agencies.

Letters of support may **not** be submitted in lieu of the MOU.

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received

confirmation and an application number, please fax the MOU to (202) 354-4147. Be sure to reference your application number and the title of the Office program to which you are applying on the faxed documents.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through the online Grants Management System. NOTE: If the authorizing official is not the individual submitting the application in the GMS, be sure the correct authorizing official information has been entered.

Letter of Nonsupplanting

A letter to OJP's Assistant Attorney General, Deborah J. Daniels, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147. Please refer to Appendix E for a sample letter of nonsupplanting.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from the Office; the Battered Women's Justice Project (BWJP), the primary Arrest Program Technical Assistance provider; and other OJP-designated technical assistance providers. Grant recipients will be asked to

identify advocates from local domestic violence victim services programs, law enforcement officers, prosecutors, judges and other representatives from the criminal justice system and the community to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Performance Measures

There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)** which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

The second requirement found in VAWA 2000 specifically required the Attorney General to report to Congress on the effectiveness of programs funded under the Arrest Program. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Specifically, OJP is seeking to illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate an increase in the ability of victims to access the civil justice system and thereby increase their safety and economic security.

Applicants must report:

- ! The number of individuals served;
- ! The number of individuals seeking services who could not be served;

In addition, the following information must be collected:

- ! demographic information on persons served including data on age, sex, relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability.
- ! the number and percentage of arrests relative to the number of police responses to domestic violence incidents;
- ! the number of protection orders issued;
- ! the number of victim advocates supported by grant funding;
- ! the number of victims receiving requested services funded by the Arrest Program; and
- ! the number of 911 calls, arrests, dual arrests, domestic violence case prosecutions, dismissals of domestic violence case prosecutions, domestic homicides, recidivism rates, conviction rates and protection order violations.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$300,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable

costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the Internet on the OJP Home Page: <http://www.ojp.usdoj.gov/OC/FinGuide/guide.htm>

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/s poc.html>.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

How To Apply

Applicants must submit a fully executed application to the Office through the **Grants Management System (GMS)**, as well as all required supporting

documentation. The following documents must be submitted via GMS:

- G the SF-424;
- G Certifications and Assurances;
- G the project abstract and project narrative; and
- G the budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to 202/354-4147, or through GMS, and should include:

- G the MOU;
- G the map for multi-jurisdictional projects;
- G current indirect cost rate agreement, if applicable;
- G the letter of non-supplanting; and
- G the certification letter.

Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the Arrest Program is 16.590.

Detailed instructions on how to use the GMS system to submit your application online are available at the Office's www.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, applicants must mail 1 original and 5 complete copies of the application (the application must be postmarked by January 24, 2003.) to:

The Office on Violence Against Women
U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, N.W.
Washington, D.C. 20531

Application Due Date

Applications must be received by the close of business (9:30 p.m. EST) on January 24, 2003 through the Grants Management

System (GMS). The application attachments (e.g. MOU, Letter of Non-Supplanting, etc.), which may be Right faxed to (202) 354-4147), must also be received by 9:30 pm EST on January 24, 2003. The required original and 5 hard copies of the application must be **postmarked by January 24, 2003.**

It is strongly recommended that applicants use an overnight delivery method which provides a receipt.

We recommend that you register through GMS no later than January 10, 2003 as you must receive confirmation that you are eligible to submit an application prior to submitting one.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Letter of Intent

Letter of Intent

Dear OJP's Office on Violence Against Women:

I intend to apply for funds under the 2003 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.

Name: _____

Date: _____

Position: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

FAX: _____

E-mail: _____

**Please FAX to:
Office on Violence Against Women
ATTN: The Arrest Program
Office of Justice Programs
202/305-2589**

Please submit by December 20, 2002

Reminder: By statute, eligible grantees for the Arrest Program are States, Indian tribal governments, State and local courts including juvenile courts, tribal courts and units of local government (see Program Eligibility, page 2-3, for further information). If your agency does not meet this requirement, you are ineligible to apply for Arrest Program grant funds.

Appendix B

Quick Tips to Certification of Eligibility Letter

QUICK TIPS

- **Pay close attention to certification #5. As a result of VAWA 2000 additional stipulations have been added to this requirement; For help assessing your compliance with this requirement, please go to:
www.ojp.usdoj.gov/vawo/filingfeeschart.htm**
- **Ensure all language in the letter reflects what is outlined in the solicitation and highlighted in the following sample letter. *Note: an “and” or an “or” in the incorrect place or missing can make the letter wrong, therefore making the application ineligible for funding; and***
- **Have the Chief Executive Officer sign the letter. *Examples: Governor from a state applicant, Chief Justice from a court applicant and Mayor, County Executive or Tribal Chairman from a unit of local government or Indian Tribal government applicant.***

Appendix C

Sample Certification of Eligibility Letter

SAMPLE

[Applicant Letterhead]

[date]

Office of Justice Programs
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

Re: Application #2003-XXXXX-XX-XX

Dear Ms. Stuart

As Chief Executive Officer of [enter jurisdiction name], I submit this letter to certify to the following:

1. the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
2. the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
3. the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
4. the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
5. the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

Sincerely,

[chief executive officer]

Appendix D

Budget Detail Worksheet and Sample Budget

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 24 month budget period.)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Investigator	$(\$50,000 \times 100\% \times 2)$	\$100,000
1 advocate	$(\$50,000 \times 100\% \times 2)$	\$100,000
Administrative Assistant	$(\$40,000 \times 50\% \times 2)$	<u>\$40,000</u>
		\$240,000
Cost of living increase	$(\$120,000 \times 2\% \times 1\text{yr})$	\$2,400
Overtime per investigator	$(\$37.5/\text{hr} \times 200 \text{ hrs})$	\$7,500

The investigator and the advocate will be assigned exclusively to domestic violence unit. A half-time administrative assistant will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all personnel during year number two. Overtime will be needed during some investigations.

TOTAL **\$249,900**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator, 1 Advocate & Admin. Asst.		
Employer's FICA	\$242,400 x 7.65%	\$ 18,544
Retirement	\$242,400 x 6%	\$ 14,544
Health Insurance	\$242,400 x 12%	\$ 29,088
Workman's Compensation	\$242,400 x 1%	\$ 2,424
Unemployment Compensation	\$242,400 x 1%	\$ 2,424
Investigator Overtime		
FICA	\$7,500 x 7.65%	\$ 574
Workman's Compensation	\$7,500 x 1%	\$ 75
Unemployment Compensation	\$7,500 x 1%	\$ 75
	TOTAL	\$ 67,748

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$ 600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420

The two advocates will attend training on domestic violence in Minneapolis in October.

\$15,000 OJP-designated Technical Assistance (Locations unknown at this time)

3 trips,	Investigator		
	Airfare	(3 trips x \$525)	\$ 1,575
	Lodging	(\$75/night x 3 trips x 4 nights)	\$ 900
	Per Diem	(3 trips x \$35/day x 5 days)	\$ 525

4 trips, Investigator & 2 Advocates

Airfare	(3 persons x 4 trips x \$525)	\$ 6,300
Lodging	(3 persons x 4 trips x \$75/nights X 4 nights)	\$ 3,600
Per Diem	(3 persons x 4 trips x \$35/day X 5 days)	\$ 2,100

The organization's established travel policies will be utilized.

TOTAL \$16,620

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 -Pentium III Processor	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$ 7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mos)	\$ 1,200
Postage	(\$20/mo x 24 mos)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$ 1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$ 2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL <u>0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$ 4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$ 5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	Subtotal <u>0</u>
	TOTAL \$ <u>9,900</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 24 mo.)	\$21,000

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL \$ 27,000

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____ 0 _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>249,900</u>
B. Fringe Benefits	\$ <u>67,748</u>
C. Travel	\$ <u>16,620</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>27,000</u>
Total Direct Costs	\$ <u>380,848</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>380,848</u>
Federal Request	\$ <u>380,848</u>
Non-Federal Amount	\$ <u>NA</u>

Appendix E

Sample Non-Supplanting Letter

SAMPLE

[Applicant Letterhead]

[date]

**Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531**

Dear Ms. Daniels:

[Applicant] certifies that any funds awarded through the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing assistance to victims of domestic and dating violence. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX F

GMS Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account, * go to www.ojp.usdoj.gov/fundopps.htm. **An online GMS Applications Procedures Handbook is available on this page**, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2003 Grants to Encourage Arrest and Enforcement of Protection Orders Program solicitation and begin working on it so that your registration will be sent to the Office. You will receive confirmation through e-mail that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g. governor, mayor, county executive, county commissioner). If the individual applying online is not the authorizing official, that individual must list the authorized official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424/Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through e-mail that the Office has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, certification of eligibility letter and nonsupplantation letter) must be faxed to (202) 354-4147. You must include your GMS application number and Program title of the Office program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

*If you do not have an Internet account, call the GMS Hotline for assistance.